



# St. Lawrence County Office of Emergency Services

Policy 2014 - 1

*Course Registration*

## Administrative Policy

Approved by: Michael J. LeCuyer  
Director

Issued: 11/1/2014

Supersedes: 2010-1

### A. PURPOSE

1. To establish a uniform policy for course registration for courses offered by and through the SLC Office of Emergency Services (SLC OES).

### B. SCOPE

1. This policy will apply to all emergency response personnel who register for courses with the SLC OES.

### C. GENERAL INFORMATION

1. All persons registering for a course MUST utilize the SLC OES Course Registration Form.
2. The form must be filled out completely before it will be accepted for registration. Incomplete forms will be returned to the registrant for completion.
3. No registrations will be accepted other than on the Course Registration Form.
4. Forms may be mailed, faxed or hand delivered to the SLC OES.

### D. REGISTRATION PROCEDURE

1. Students shall submit the Course Registration Form to the SLC OES.
2. SLC OES staff will note the date and time on the form when it was received.
3. Applicants will be placed on the course roster in the order that their registration forms were received.
4. In the event that there are a greater number of applicants for a course than there are available seats, a list of alternates shall be maintained with the position on the list being based on the order that the applications were received. The number of alternates may vary with the course being offered.
5. For each course, a registration deadline will be posted. No registrations will be taken after this date.



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6. Two weeks before the start of a course, the current roster will be evaluated and if necessary, additional recruitment for the course will take place.
7. One week prior to the start of a course, the SLC OES will determine whether or not sufficient registrations have been received to meet the established minimum number of students necessary to run the course. If the number of registrants is insufficient, the course will be postponed or cancelled at that time.
8. The course roster of confirmed students as well as alternates will be posted on the SLC OES website. Registrants will only be notified if their registrations were not accepted for the course.